

# Obtaining Your Limousine Carrier License and Vehicle Certificates

## Who Must Register

A **limousine carrier** is anyone who transports passengers, under a single contract and on a prearranged basis, in a limousine to a specific destination or for a particular itinerary. The term *prearranged basis* refers to the manner in which the carrier dispatches vehicles.

Limousine Carrier businesses based outside of Washington are not required to obtain a Washington State Limousine Carrier License unless their business includes picking up clients in Washington.

## Forms To Complete:

- **Master Application.** See *Registrations & Licenses Required* (on reverse) for fees.
- **For Hire/Limousine Addendum.** This form certifies that all chauffeurs hired by you meet certain criteria.

## Documentation Needed on Each Vehicle:

- **Vehicle Registration.** (See example below)
- **Certificate of Insurance or Bond.** Every vehicle must be covered by either a surety bond or a liability insurance policy. (See example below)
- **Vehicle Inspection Report** from the Washington State Patrol. There is a fee of \$25 per vehicle for the inspection report, paid to the Master License Service when you apply for your license.

STATE OF WASHINGTON		1234B
DEPARTMENT OF LICENSING		
VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE		
5/25/1999		
LIC/PLT	ISSUE-DATE	TAB-NO
123456	10/1999	S223344
REG-EXG	VALUE-CODE	DEPRE
24689	1993	1
MO-REG	MO-GMT	
		12
POWER	USE	MOD-
G	F/H	1993
MAKE	SERIES/EXT	OPED
LINC		
VIN OR SERIAL-NO	RES-CC	INC/INMC
1G1V52D8V193006	17	I
SCLM1	SEAT	GMT
00	00	
GMT-SIRT	GMT-EXT	FLEET
/	/	
PREVEL	PREV-TITLE-NC	SI
26549C	942862232	WA
COMMENT:		
7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE		
BRANDS-WA/FORMER EXEMP.		
MILEAGE 16579 A		
REGISTERED OWNER		LEGAL OWNER
JOHN DOE DBA		
JOHN'S LIMOUSINE		
122 CENTRAL AVE		
ANYWHERE WA 98111		

CERTIFICATE OF INSURANCE		DATE (MM/DD/YY)
PRODUCER	GENERIC INSURANCE ABC LANE ANYWHERE WA 98111-1111	05/12/99
INSURED	JOHN DOE DBA: JOHN'S LIMOUSINE 122 CENTRAL AVE ANYWHERE WA 98111	COMPANIES AFFORDING COVERAGE A INSURANCE COMPANY
COVERAGES		
THIS POLICY IS NOT VALID FOR ANY OTHER PURPOSES THAN THOSE SPECIFIED BY THE POLICY NUMBER. THIS POLICY IS NOT VALID FOR ANY OTHER PURPOSES THAN THOSE SPECIFIED BY THE POLICY NUMBER. THIS POLICY IS NOT VALID FOR ANY OTHER PURPOSES THAN THOSE SPECIFIED BY THE POLICY NUMBER.		
TYPE OF INSURANCE	POLICY NUMBER	DATE EFFECTIVE
GENERAL LIABILITY	R4603348A	12/04/98
ANY AUTO		12/04/99
ALL OWNED AUTOS		
SCHEDULED AUTOS		
IBED AUTOS		
NON-OWNED AUTOS		
GARAGE LIABILITY		
ANY AUTO		
EXCESS LIABILITY		
UMBRELLA		
OTHER		
1993 LINCOLN TOWNCAR 1G1V52D8V193006		
CERTIFICATE HOLDER	CANCELLATION	
DEPT OF LICENSING MASTER LICENSE SERVICE PO BOX 9034 OLYMPIA WA 98507	NOTICE: ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURED COMPANY WILL ADVISE IN WRITING. ANY WRITTEN NOTICE TO THE COMPANY OR INSURED MUST BE IN WRITING AND MUST BE FORWARDED TO THE POLICY NUMBER SERVICE REPRESENTATIVE.	

- Owner name must be the same on certificate of insurance and Master Application.
- Registered owner must be: owner name, sole proprietor, partner, corporate officer, or LLC member/manager.
- Include policy number.
- Policy effective & expiration dates must show current coverage.
- Display name of insurance company.
- Minimum combined single limit coverage of \$1,050,000 OR split limit coverage of \$1,000,000/\$100,000/\$50,000.
- Insurance certificate must show year, make and complete VIN # of each car, which must match vehicle registration certificate.
- Certificate holder must be Dept. of Licensing, Master License Service, PO Box 9034 Olympia, WA 98507-9034
- Use class must be "F/H".

### Registrations & Licenses Required

There are several registrations and licenses required if you are starting a new limousine carrier business.

Limousine Carrier Business License .....	\$40
Vehicle Certificate/Decal .....	\$25 per vehicle
Vehicle Inspection Report Fee .	\$25 per vehicle
State Tax Registration .....	No fee
Registering Your Business Name as a Trade Name .....	\$5
Master Application Fee .....	\$15

Your Limousine Carrier Business License and your vehicle certificates must be renewed each year.

### Other Requirements You May Need To Know: Special Needs Vehicle Certificate..\$25 per vehicle

This certificate authorizes the use of rented or leased vehicles not owned by the limousine carrier business. A separate certificate is required for each rented or leased vehicle operated as a limousine. The certificate may be acquired by a licensed limousine carrier at any time, but the certificate will expire on the expiration date of the current license regardless of the date on which the certificate was issued.

Submit proof of insurance for each rented or leased vehicle with the same liability limits as for a regular certificate.

A rental or lease agreement specifying a rental or lease period of no more than 30 days must be kept in the vehicle.

### Change of Vehicle Certificate .....\$20 per vehicle

If you wish to make any changes to a vehicle certificate, you must submit the requested change in writing along with the change fee.

### Duplicate Vehicle Certificate

To replace a lost or destroyed regular vehicle certificate contact (360) 664-1414. If you lose or destroy a special needs certificate, you must apply for a new special needs certificate.

### Training Course Approval..... \$25

If you wish to provide a chauffeur training course for your employees, you may apply for approval of the training course with the Department of Licensing. Applications are available at (360) 664-1400.

### Chauffeur Requirements

A limousine carrier must keep on file and make available for inspection the following information for *each* chauffeur:

- Proof that the chauffeur:
  - Is at least 21 year of age,
  - Holds a valid Washington State Driver's License,
  - Completed an approved chauffeur training course, and
  - Passed a written examination for the training course;
- The results of a background check performed by the Washington State Patrol; and
- A medical certificate certifying the individual's fitness to be a chauffeur (a new exam and medical certificate is required every three years).

### Advertising

Your Unified Business Identifier (UBI) number must be included on any advertisement for your business.

### License and Vehicle Certificate Renewal

The Master License Service will send you a renewal notice about 45 days before your license and certificates expire. To renew, return your renewal notice along with the following for **each** vehicle:

- Annual Vehicle Inspection Report from the Washington State Patrol
- The fees as indicated on the renewal notice.

### For Problems and Questions

If you have a problem with or question about your business license, call the Master License Service at (360) 664-1400.

If you have a problem with or question about your vehicle inspection, call the Washington State Patrol.